



**ARRIVAL/DEPARTURE
BRIEFING FOR THE
65TH UNGA**

SEPTEMBER 8, 2010

UNITED STATES MISSION TO THE UNITED NATIONS



UNITED STATES MISSION TO THE UNITED NATIONS
ARRIVAL / DEPARTURE BRIEFING FOR THE 65th UNGA
September 8th, 2010

RESOURCES

U.S. MISSION

PHONE

FAX

Mr. Thomas J. Buda
--Port Courtesies (Arrivals)
--Diplomatic Flights/Over Flights

212-415-4407 (Desk)
646-510-0010 (BB)
Email: budat@state.gov

212-415-4162

Ms. Julia P. Hunter
--Escort Screening (Departures)

212-415-4037 (Desk)
347-331-7267 (Cell)
Email: hunterj@state.gov

212-415-4162

Mr. Jason T. Lang
--Escort Screening (Departures)
--Port Courtesies (Arrivals)

212-415-4453 (Desk)
Email: langjt@state.gov

212-415-4162

After Hours Telephone

212-415-4444

U.S. DEPARTMENT OF STATE

Mr. Rodney Bethea
--Diplomatic Flights/Over Flight
Clearances

202-736-7158 (Desk)
202-549-7148 (BB)
Email: betheard@state.gov

TBD

Ms. Jessie Johnson
--Port Courtesies (Arrivals)

202-647-4074 (Desk)
Email: portcourtesies@state.gov

Mr. Nouri Larbi
--Escort Screening Courtesies
(Departures)

202-736-4311 (Desk)
Email: larbin@state.gov

202-647-0103

Department of State
Operations Center (24/7)

202-647-1512

**UNITED STATES MISSION TO THE UNITED NATIONS
ARRIVAL / DEPARTURE BRIEFING FOR THE 65th UNGA
September 8th, 2010**

BRIEFING SCHEDULE

10:00 AM	Welcome and Overview of the Arrival and Departure Process and Requesting Expedited Port Courtesies (Airport Arrivals)
10:25 AM	The Escort Screening Courtesies Program Transportation Security Administration (Airport Departures)
10:45 AM	Diplomatic Over Flight & Landing Clearances
11:05 AM	Motorcades and Parking (JFK and Newark Airports)
11:25 AM	Introduction of Other Agency Officers
11:35 AM	Questions and Answers
12:15 PM	Conclusion/Meet and Greet

Agents from other United States Government agencies will be available to answer questions from delegations following the end of the briefing session.



**UNITED STATES MISSION TO THE UNITED NATIONS
ARRIVAL / DEPARTURE BRIEFING FOR THE 65th UNGA
September 8th, 2010**

IMPORTANT NOTE

MISSIONS AND OBSERVERS SHOULD NOTE THAT ALL INFORMATION PERTAINING TO THE VISIT OF HIGH LEVEL DELEGATIONS TO THE UNITED NATIONS SHOULD BE SENT TO THE UNITED STATES MISSION TO THE UNITED NATIONS FOR DISSEMINATION TO PERTINENT HOST COUNTRY AUTHORITIES/AGENCIES.

IF INFORMATION IS TRANSMITTED DIRECTLY TO OTHER UNITED STATES AGENCIES, OR IF ARRANGEMENTS ARE MADE BY EMBASSIES OR MISSIONS DIRECTLY WITH THE DEPARTMENT OF STATE IN WASHINGTON, D.C., WITH NO COPY TO THE UNITED STATES MISSION, IT MAY BE DIFFICULT OR IMPOSSIBLE FOR THE UNITED STATES MISSION TO ASSIST INDIVIDUAL MISSIONS TO THE UNITED NATIONS SHOULD ANY PROBLEM ARISE DURING THE HIGH LEVEL VISIT.

“Courtesies Of The Port”

(Arrival Requests)

* This is for **Arrivals** only, and is **not** to be used for departure requests

“Courtesies Of The Port”

(Arrival Requests)

“Definition”

“Courtesies of the Port” refers to the procedure by which certain designated persons may be entitled to expedited inspection procedures on arrivals and have their personal effects enter the U.S. duty-free at their ***first port of entry***. The U.S. Department of State’s Office of the Chief of Protocol arranges with the Department of Homeland Security’s (DHS) Customs and Border Protection (CBP) for this Airport Courtesy.

“Who is eligible?”

Heads of State *

Members of Parliament

Heads of Government *

Governors and Mayors

Cabinet Officers*

Chiefs of Mission

Deputy Cabinet Officers*

High-Ranking Military
Officers

Immediate Members of Royal
Families

High-Ranking Officials
as designated by the U.S.
Department of State’s Chief
of Protocol

*(and their traveling parties who physically accompany them)

“Courtesies of the Port”

(Arrival Request)

- Request forms are available on the U.S. Mission to the United Nations web-site at: **www.usun.state.gov** (see U.S. Mission web-site attachment)
- Request forms ***must*** be sent in by e-mail – ***Faxes cannot be processed, and diplomatic notes cannot be processed or serve as substitute for the required transmission by email.***
- Request forms ***must*** be e-mailed to: **usunairportarrivals@state.gov**
- Request forms must be submitted two (2) full business days prior to the dignitary’s arrival and three (3) full business days if the dignitary has an armed security detail or requires a U.S. armed security detail.
- Please ***do not*** send a duplicate request form to the U.S. State Department (Protocol). Multiple requests for the same dignitary only results in confusion, and delays the processing of your request.
- Request forms ***must*** be sent through U.S. Mission to ensure that proper notifications are made to all involved U.S. agencies.
- Missions will be notified directly about protection requests by: U.S. Secret Service or U.S. Department of State Diplomatic Security Service

U.S. DEPARTMENT OF STATE
OFFICE OF THE CHIEF OF PROTOCOL
EXPEDITED PORT CLEARANCE REQUEST FORM

The Mission of _____ presents its compliments
to the Department of State, Office of Protocol, and wishes to refer to the following visit request for:

1. Name _____

(FIRST) (LAST)

2. Title: _____

3. **FIRST** Port of Entry into the United States:

a. Commercial Air Carrier Name and Flight #:

b. Arrival date:

c. Arrival time: (am or pm)

I. For Special (Private) Flights:
(fill in II-VI)

II. Type of Aircraft (Make/Model):

III. Tail #:

IV. Call Sign:

V. Arrival date:

VI. Arrival time: (am or pm)

4. Continuing to Washington, D.C.: (Chiefs of State /Heads of Governments or Foreign Ministers-ONLY)

a. Commercial Air Carrier or Private:

b. Arrival date:

c. Arrival time: (am or pm)

5. Over Flight Clearance Notification for Private Aircraft: *Please contact the U.S. Department of State Office of International Security and Peacekeeping Operations for flight clearance into U.S. airports and for over flight relocation requirements. Advance notification of 72 hours is required. (Mr. Scott Paige/Mr. Alf Cooley)*
Tel. (202) 736-7158, Fax (202) 647-4055)

6. Security and Protection:

For Chiefs of State/Heads of Government: Will you request U.S. Government Security Protection from U.S. Secret Service? J ☐ YES ☐ NO

For Foreign Ministers: Will you request U.S. Government Security Protection from State Department Diplomatic Security Service? ☐ YES ☐ NO

7. Greeters:

Per U.S. Government regulations, there is a maximum of two (2) greeters allowed in the Government inspection area for all arrivals.

a. Name:

Title:

b. Name:

Title:

8. Embassy Travel/Document Coordinator: (For passports, visas, I-94 Forms, Customs and Border Protection Declarations, and baggage stubs):

a. Name/Title:

b. Tel:

c. Fax:

**U.S. DEPARTMENT OF STATE
OFFICE OF THE CHIEF OF PROTOCOL
EXPEDITED PORT CLEARANCE REQUEST FORM**

9. Armed Security: *If armed security personnel accompany the dignitary, U.S. Secret Service or Diplomatic Security Service must be notified 72 hours in advance.*

PLEASE NOTE: THE AMBASSADOR OR THE CHARGE D'AFFAIRES IS REQUIRED TO SIGN BELOW TO CERTIFY THAT THE ACCOMPANYING SECURITY PERSONNEL ARE TRAINED AND PROFICIENT IN THE USE OF THE WEAPONS THAT THEY CARRY, THAT THEY ARE ABLE TO COMMUNICATE IN ENGLISH, THAT THEY WILL CARRY WEAPONS ONLY WHEN ACCOMPANYING THE DIGNITARY AND THEY WILL SECURELY STORE THEIR WEAPONS WHEN NOT ON DUTY.

SIGNATURE _____ Date _____

AMBASSADOR/CHARGE D'AFFAIRES

Please indicate for each security officer:

a. Name:	b. Rank:	c. Service:	d. Passport #:	e. Visa Type:
f. Weapon (Make):	g. Weapon (Model):	h. Weapon (Serial #):	i. Weapon (Caliber):	j. # of Rounds of Ammunition:
a. Name:	b. Rank:	c. Service:	d. Passport #:	e. Visa Type:
f. Weapon (Make):	g. Weapon (Model):	h. Weapon (Serial #):	i. Weapon (Caliber):	j. # of Rounds of Ammunition:
a. Name:	b. Rank:	c. Service:	d. Passport #:	e. Visa Type:
f. Weapon (Make):	g. Weapon (Model):	h. Weapon (Serial #):	i. Weapon (Caliber):	j. # of Rounds of Ammunition:
a. Name:	b. Rank:	c. Service:	d. Passport #:	e. Visa Type:
f. Weapon (Make):	g. Weapon (Model):	h. Weapon (Serial #):	i. Weapon (Caliber):	j. # of Rounds of Ammunition:
a. Name:	b. Rank:	c. Service:	d. Passport #:	e. Visa Type:
f. Weapon (Make):	g. Weapon (Model):	h. Weapon (Serial #):	i. Weapon (Caliber):	j. # of Rounds of Ammunition:
a. Name:	b. Rank:	c. Service:	d. Passport #:	e. Visa Type:
f. Weapon (Make):	g. Weapon (Model):	h. Weapon (Serial #):	i. Weapon (Caliber):	j. # of Rounds of Ammunition:
a. Name:	b. Rank:	c. Service:	d. Passport #:	e. Visa Type:
f. Weapon (Make):	g. Weapon (Model):	h. Weapon (Serial #):	i. Weapon (Caliber):	j. # of Rounds of Ammunition:

[illegible]

**UNITED STATES OFFICE OF PROTOCOL
DEPARTMENT OF STATE
EXPEDITED PORT CLEARANCE
REQUEST FORM**

11. DEPARTURE INFORMATION (Chief of State/Head of Government or Cabinet Ranked member ONLY): *Please provide departure information to help facilitate departure from commercial airports. (Note: A farewell committee is not permitted beyond the security screeners at commercial airports)*

1. Name:

(FIRST) (LAST)

2. Title:

3. Departure Port from the United States:

a. Commercial Air Carrier Name and Flight #:

b. Departure date:

c. Departure time: (am or pm)

I. For Special (Private) Flights:
(Fill in II-VI)

II. Type of Aircraft (Make/Model):

III. Tail #:

IV. Call Sign:

V. Departure date:

VI. Departure time: (am or pm)

Attach and email this form to USUNairportarrivals@state.gov

NOTE: The above information is for Department of State Protocol purposes only. The Transportation Security Administration of the Department of Homeland Security will accept requests for airport Departure Screening Courtesies "on-line" via computer e-mail only.

Please refer to our website at:

www.usun.state.gov/about/host_aff/index.htm, for additional instructions and information. Missions may also call the Host Country Affairs Section of the United States Mission to the United Nations at 212 415-4131 for assistance.

“Escort Screening Courtesies”

(Departure Requests)

* This is for *Departures* only, and is *not* to be used for arrival requests

“Escort Screening Courtesies”

(Departure Request)

“Definition”

The “Escort Screening Courtesies” Program provides for an Escort Officer to be assigned by the U.S. Department of State to accompany an approved **cabinet-level** foreign official, spouse and children (under 12 years of age), traveling the same itinerary, through the airport **departure** security process in an expedited fashion. This courtesy **DOES NOT** circumvent the requirement for the official or family member to undergo security screening prior to boarding an aircraft.

“Who is eligible?”

Only Ministers of Cabinet Rank are eligible for “Escort Screening Courtesies” upon departure. The term “Minister” is defined as a senior-most officer of state appointed to head an executive or administrative department or agency of government.

*Please note that a country’s view of a particular official’s rank and entitlement to “Escort Screening Courtesies” on departure may differ from the view of the U.S. State Department. As the U.S. is providing “Escort Screening Courtesies” on departure as a **courtesy**, the U.S. State Department will determine whether a particular foreign official is entitled to “Escort Screening Courtesies” on departure.

“Escort Screening Courtesies”

(Departure Request)

- Request forms are available on the U.S. Mission to the United Nations web-site at: **www.usun.state.gov** (see U.S. Mission web-site attachment)
- Request forms ***must*** be sent via e-mail – ***Faxes cannot be processed, and diplomatic notes cannot be processed or serve as substitute for the required transmission by email.***
- Request forms ***must*** be e-mailed three (3) full business days prior to the dignitary’s departure.
- Notifications ***must*** be e-mailed to the U.S. Mission to ensure that proper notifications are made to all involved U.S. agencies. E-mail to: **airportescorts@state.gov**
- Please **do not** send a duplicate request form to the U.S. State Department TSA Liaison Office (Protocol). Multiple requests for the same dignitary results only in confusion, and delays the processing of your request.
- Dignitaries accompanied by armed U.S. security will have their departure through airport security arranged by the specific U.S. security agency protecting them.
- Dignitaries departing on diplomatic (special) aircraft ***cannot*** be afforded “Escort Screening Courtesies” on departure.



**U.S. DEPARTMENT OF STATE
REQUEST FOR ESCORT SCREENING COURTESIES**

PROCESSING AND COORDINATION REQUIRE THAT SUBMISSIONS BE MADE AT LEAST THREE (3) BUSINESS DAYS PRIOR TO INITIAL DEPARTURE DATE. PLEASE E-MAIL COMPLETED FORMS TO AIRPORTESCORTS@STATE.GOV. PLEASE DIRECT QUESTIONS TO US MISSION AT 212-415-4037.

Date of Request: _____ month/day/year <small>(Example: January 10, 2016)</small>	Passport Nationality: _____ Passport Number: _____
Full Name of Traveler: _____ Official Title: _____	
Date of Birth: _____ month/day/year <small>(Example: January 10, 1966)</small>	Country of Birth: _____ City of Birth: _____
Point of Contact:* _____	_____
Organization: _____	_____
Telephone & Fax Numbers:	Phone: _____ Extension: _____ Fax: _____
After Hours Telephone Number(s): _____	_____
E-Mail Address for Confirmation: _____	_____

FLIGHT ITINERARY

	If traveling from or to DC or NY, choose Airport from drop-down list (click on the "Airport" box); otherwise, please type name of Airport in shaded box.		
Airline and Flight No.	Departure Airport Airport	month/day/year ____	Time : <input type="checkbox"/> am <input type="checkbox"/> pm
	Arrival Airport Airport	month/day/year ____	Time : <input type="checkbox"/> am <input type="checkbox"/> pm
Airline and Flight No.	Departure Airport Airport	month/day/year ____	Time : <input type="checkbox"/> am <input type="checkbox"/> pm
	Arrival Airport Airport	month/day/year ____	Time : <input type="checkbox"/> am <input type="checkbox"/> pm
Airline and Flight No.	Departure Airport Airport	month/day/year ____	Time : <input type="checkbox"/> am <input type="checkbox"/> pm
	Arrival Airport Airport	month/day/year ____	Time : <input type="checkbox"/> am <input type="checkbox"/> pm

* The name of the Mission's point of contact must appear on the form or the request will not be processed.

Itinerary continues on next page: ☐ Yes ☐ No



U.S. DEPARTMENT OF STATE REQUEST FOR ESCORT SCREENING COURTESIES

Full Name of Traveler:
Official Title:
Nationality:

FLIGHT ITINERARY CONTINUATION

	If traveling from or to DC or NY, choose Airport from drop-down list (click on the "Airport" box); otherwise, please type name of Airport in shaded box.		
Airline and Flight No.	Departure Airport Airport	month/day/year -----	Time : <input type="checkbox"/> am <input type="checkbox"/> pm
	Arrival Airport Airport	month/day/year -----	Time : <input type="checkbox"/> am <input type="checkbox"/> pm
Airline and Flight No.	Departure Airport Airport	month/day/year -----	Time : <input type="checkbox"/> am <input type="checkbox"/> pm
	Arrival Airport Airport	month/day/year -----	Time : <input type="checkbox"/> am <input type="checkbox"/> pm
Airline and Flight No.	Departure Airport Airport	month/day/year -----	Time : <input type="checkbox"/> am <input type="checkbox"/> pm
	Arrival Airport Airport	month/day/year -----	Time : <input type="checkbox"/> am <input type="checkbox"/> pm
Airline and Flight No.	Departure Airport Airport	month/day/year -----	Time : <input type="checkbox"/> am <input type="checkbox"/> pm
	Arrival Airport Airport	month/day/year -----	Time : <input type="checkbox"/> am <input type="checkbox"/> pm
Airline and Flight No.	Departure Airport Airport	month/day/year -----	Time : <input type="checkbox"/> am <input type="checkbox"/> pm
	Arrival Airport Airport	month/day/year -----	Time : <input type="checkbox"/> am <input type="checkbox"/> pm
Airline and Flight No.	Departure Airport Airport	month/day/year -----	Time : <input type="checkbox"/> am <input type="checkbox"/> pm
	Arrival Airport Airport	month/day/year -----	Time : <input type="checkbox"/> am <input type="checkbox"/> pm

“Overflight And Landing Clearances”

(Diplomatic “special” Aircraft)

“Overflight And Landing Clearances”

(Diplomatic “special” Aircraft)

Definition

“Overflight and Landing Clearances” is a request to the U.S. Government to allow a foreign state-owned or chartered aircraft, usually carrying a government official, to enter into or overfly U.S. airspace and/or land at a U.S. airport.

“Who needs to file for diplomatic aircraft clearance?”

- All foreign government flights involving military, government or state-owned aircraft or aircraft chartered to carry a government official must have a Diplomatic Clearance Number (DCN) issued by the U.S. Department of State, **prior** to entering U.S. airspace.
- The DCN authorizes an aircraft to transit, fly over and/or land in the United States and/or its territories, including civilian and military airports.
- These procedures do **not** apply to foreign dignitaries arriving on **commercial aircraft**.

“How to file for clearance”

- Please use the Diplomatic Clearance Application System (DCAS). This web-based tool, located on the internet, is the required method for making requests.
- Permanent Missions lacking an Embassy in Washington, D.C. or countries not having a DCAS account due to their ***extremely low*** volume of flights, may send clearance requests via e-mail attachments or fax.
- Request forms are available online at: **www.usun.state.gov** (see **U.S. Mission web-site attachment**)
- On the U.S. Mission home page, click on “Airport Courtesies” and under “Overflight and Landing Clearances” click on the request form.
- Non-DCAS missions or missions without an embassy in Washington, D.C. may e-mail request forms to: **betheard@state.gov** or fax to: 202-647-4055.

“When to file for diplomatic aircraft clearance”

- All clearance requests for “Diplomatic (special) Flights” must be submitted three (3) full business days (Monday – Friday, excluding U.S. Federal Holidays, i.e. Columbus Day in October and Veteran’s Day and Thanksgiving Day in November) **prior** to entering U.S. air space.
- All amended requests must also be submitted three (3) full business days (Monday – Friday) **prior** to entering U.S. air space.
- Exceptions to the three (3) business day rule:
 - Emergencies of an urgent medical or humanitarian nature, and disaster assistance
 - Short Notice Official Business (provide a brief description of the nature of the official business, to include the names of the key dignitaries and location of the meeting).

Who should submit DCAS requests? (Embassy or Mission)

- Missions should have their Washington Embassies file all DCAS requests electronically.
- This is especially true during high-volume periods like the UNGA.
- After reviewing your request, the DCAS Administrator will electronically send an approval message back to your Embassy via the DCAS system.
- Your Embassy can then inform you of the approval.
- Please avoid sending duplicate request forms to both the U.S. Mission and the U.S. State Department. Multiple requests for the same flight results only in confusion and delays the processing your request.

“What are Port Authority of NY & NJ aircraft parking limitations?”

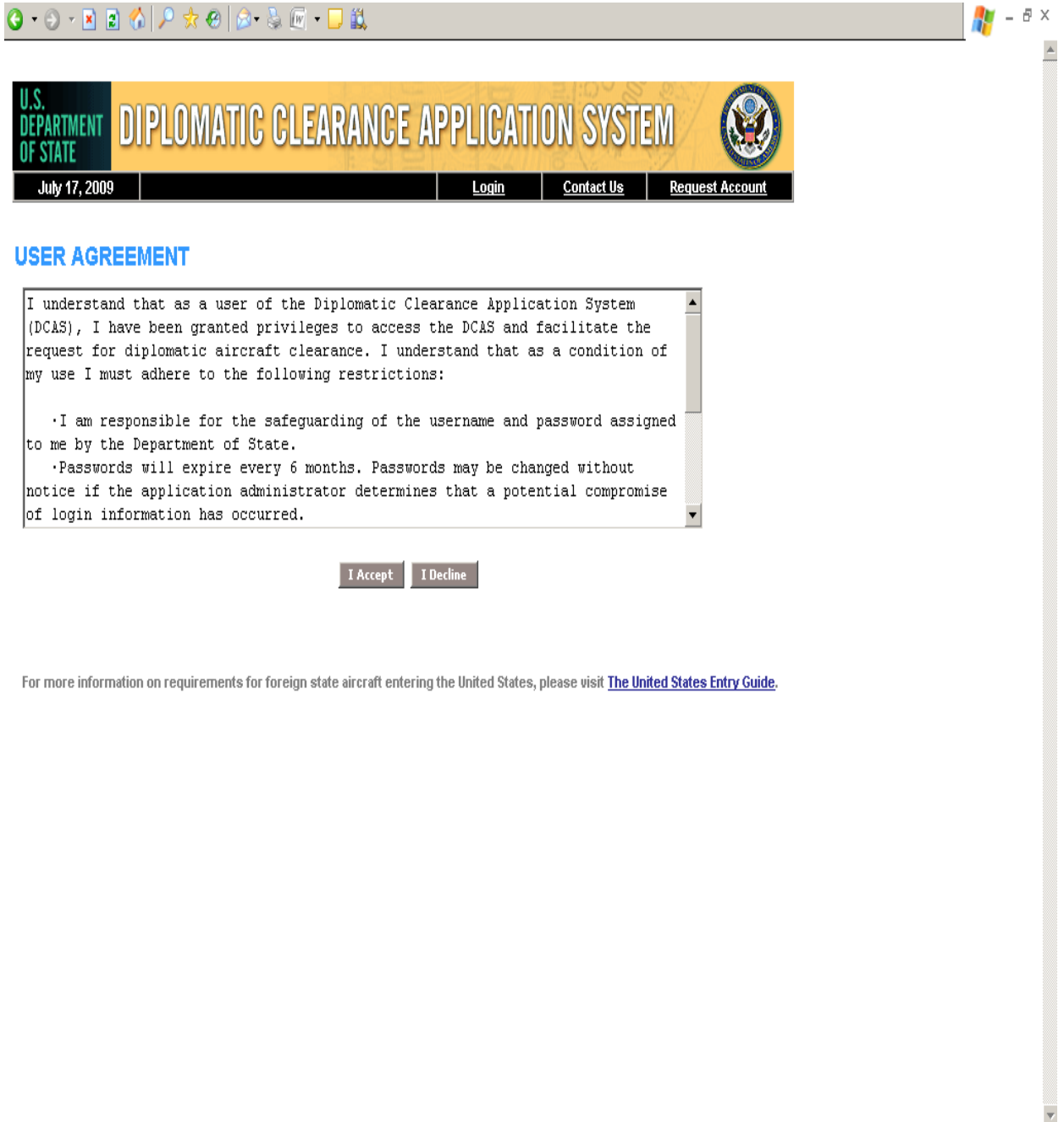
- Kennedy, Newark, LaGuardia and Teterboro Airports all have a two (2) hour standing limit for “Diplomatic (special) Flight” aircraft.
- Aircraft are required to unload the dignitary/delegation and reposition the aircraft to another location within this two (2) hour window.
- This is strictly enforced by all four airport authorities.

“Overflight And Landing Clearances”

Where to get additional information?



“Overflight And Landing Clearances”



The screenshot shows a web browser window with the title bar "U.S. DEPARTMENT OF STATE DIPLOMATIC CLEARANCE APPLICATION SYSTEM". The browser's address bar shows the URL "https://dcas.state.gov". The page header includes the U.S. Department of State logo, the system name, and a navigation bar with links for "Login", "Contact Us", and "Request Account". The main content area is titled "USER AGREEMENT" and contains a text box with the following text:

I understand that as a user of the Diplomatic Clearance Application System (DCAS), I have been granted privileges to access the DCAS and facilitate the request for diplomatic aircraft clearance. I understand that as a condition of my use I must adhere to the following restrictions:

- I am responsible for the safeguarding of the username and password assigned to me by the Department of State.
- Passwords will expire every 6 months. Passwords may be changed without notice if the application administrator determines that a potential compromise of login information has occurred.

Below the text box are two buttons: "I Accept" and "I Decline". At the bottom of the page, there is a link to "The United States Entry Guide".

<https://dcas.state.gov>

REQUEST FOR DIPLOMATIC AIRCRAFT CLEARANCE

For non-DCAS users, submit the following information to:

PM/ISO, ATTN.: Diplomatic Aircraft Clearance Section

Email: Betheard@state.gov

Voice (202) 736-7158

FAX # (202) 647-4055

1. COUNTRY _____

2. AIRCRAFT*(MAKE/MODEL) _____

3. CALL SIGN _____

4. AIRCRAFT TAIL# _____

5. 1ST PARKING AIRPORT _____

6. DATE OF ARRIVAL IN US _____ TIME _____

7. DATE OF DEPARTURE FROM US _____ TIME _____

8. PILOT'S NAME _____ NUMBER OF CREW _____

WEAPONS (TYPE, SERIAL #'S) _____ NUMBER OF PASSENGERS _____

WEAPONS (TYPE, SERIAL #'S) _____

9. TYPE OF CARGO (IF HAZMAT CLASSIFICATION TYPE) _____

10. PURPOSE OF FLIGHT: _____

11. FOR *VIP*, NAME OF PERSON/POSITION: _____

12. EN ROUTE DATA: _____

<u>PLACE/AIRPORT/ICAO</u>	<u>ARRIVAL DATE</u>	<u>ETA</u>	<u>DEPARTURE DATE</u>	<u>ETD</u>

13. EMBASSY CONTACT: Primary _____ Alternate Contact _____

13A. TELEPHONE _____ Alternate Telephone _____

13B. FAX _____ Alternate Fax _____

13C. E-MAIL _____ Alternate E-mail _____

Department of State USE ONLY

ENTRY # _____ DCN# _____

DATE REQUEST RECEIVED _____

ALAN _____ COMMENTS _____

APPROVED: YES/NO

VIOLATION: YES/NO

“John F. Kennedy and Newark Liberty International Airports”

Motorcade and Parking

“John F. Kennedy and Newark Liberty International Airports”

“Escorting Arriving Or Departing Dignitaries on Commercial Flights”

- Arrive early and contact the airline’s Passenger Service Representative (PSR), the U.S. Customs and Border Protection (CBP) Terminal Supervisory Officer on duty for **arrivals**, and the Transportation Security Administration (TSA) supervisor for **departures**.
- Remember that ***only two*** (2) mission officials may enter the arrivals and/or departure area as per U.S. government regulation.
- Carry your U.S. State Department-issued or U.N. ID card to show to CBP and/or TSA supervisor.
- Ensure that the arriving dignitary has his/her passport and visa available for examination and that his/her I-94 (arrival/departure) card has been completed.
- Advise the airlines PSR early of any special needs, i.e. wheelchairs, luggage carts, etc. CBP and TSA cannot assist with missing luggage, luggage carts, luggage handlers, etc.
- Always follow the instructions of the CBP and/or TSA supervisor about what is permitted in the arrivals area, i.e. regarding the use of cameras, cell phones, or other recording devices.

“Diplomatic (special) Flights”

- Ensure that any special aircraft arriving in the U.S. comply the Federal Aviation Administration (FAA) weight and noise abatement requirements.
- Inform the ground handling company of any aircraft requirement such as: an external power supply, stairs, baggage carts or other special equipment prior to landing.
- Inform Port Authority Operations of the need for a “Follow Me” vehicle to lead aircraft from the taxiway to the parking site.
- Remember that arriving “special” aircraft must disembark all passengers and complete service within two (2) hours, and then must relocate to another location.
- Overnight parking of aircraft at JFK and/or Newark is **not** permitted.
- Always follow the instructions of any security officers regarding security restrictions, i.e. regarding the use of cameras, cell phones, or other recording devices.

“John F. Kennedy and Newark Liberty International Airports”

Motorcades

- The Port Authority Police Department (PAPD) is responsible for the movement of all motorcades at JFK and Newark airports.
- Motorcade staging for both commercial and special flights forms two (2) hours before the scheduled arrival time of the aircraft.
- Motorcade staging at JFK is at Building 68 (see map).
- Motorcade staging at Newark is at Building 1 on Conrad Road (see map).
- Once formed, motorcade vehicles may not move without PAPD direction.
- Motorcades are limited in length to ten (10) vehicles, including the dignitary’s limousine and all security vehicles.
- The use of vans and busses is recommended to minimize the length of motorcades.
- Motorcades will move to the appropriate arrival area twenty (20) minutes prior to the scheduled arrival time.
- Requests for motorcades performing planeside meets will be determined on a case by case basis as required by security conditions, special needs, etc.
- Planeside meets will only allow a limited number of vehicles on the ramp. All remaining motorcade vehicles will remain at a predetermined location.
- Motorcades traveling to JFK Airport for a dignitary’s departure will be met by PAPD at Federal Circle and be led into JFK Airport (see map).
- Motorcades traveling to Newark Airport for a dignitary’s departure will be met by PAPD at Exit 14 on the New Jersey Turnpike (see map).
- Mission vehicle drivers in the motorcade **must** remain with their vehicles at all times unless directed otherwise by U.S. security personnel.

“John F. Kennedy and Newark Liberty International Airports”

Diplomatic Parking

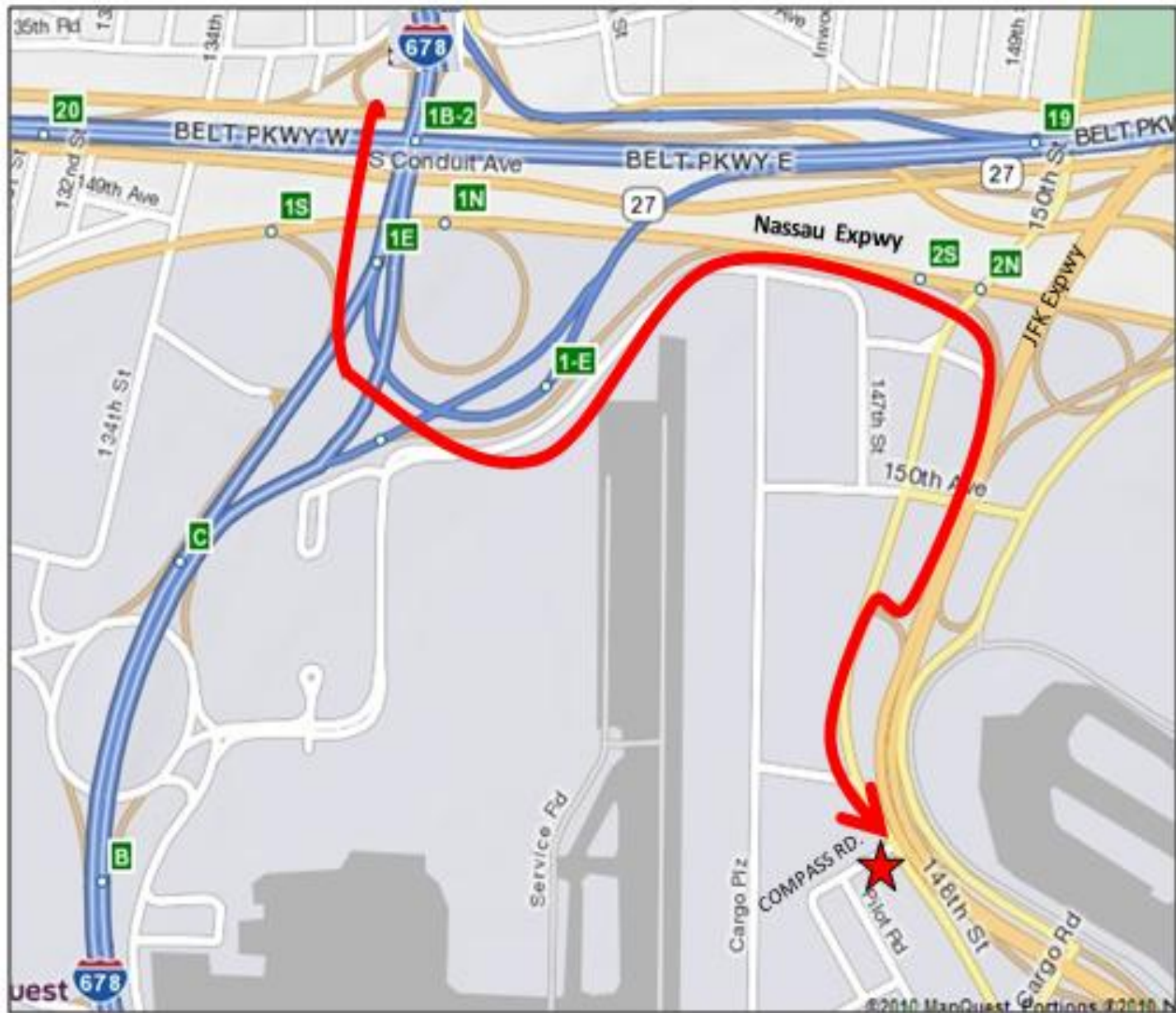
- Diplomatic vehicles displaying U.S. Department of State Diplomat license plates may park at JFK and Newark Airport parking facilities at no charge.
- Parking by diplomatic vehicles is limited to 24 hours or less.
- Diplomatic vehicle drivers do not need to have U.S. State Department drivers licenses to park in JFK parking facilities.
- Report any attempts to charge diplomatic vehicles for parking under 24 hours to the Port Authority parking supervisor.

“John F. Kennedy International Airport”

Directions to Building 68

For Southbound Van Wyck Expy (I-678) from Long Island Expy (I-495)

1. Take I-678 S/Van Wyck Expy South
2. Take Exit 1E on the left for NY-27/Belt Parkway
3. Take Exit 1 to merge onto Nassau Expy/NY-878
4. Take the ramp onto JFK Expy
5. Take exit B toward Cargo Area
6. Turn left at the Stop Sign onto 148 Street
7. Turn right onto Compass Road. Signs will direct you to the lot.



“Newark Liberty International Airport”

Motorcade staging area is at Building 1 off Conrad Road.

Departing motorcades are met by PAPD at Exit 14 of the New Jersey Turnpike.



“U.S. Mission Web-Site”

www.usun.state.gov

United States Mission Homepage

August 31, 2010

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UNITED STATES MISSION TO THE UNITED NATIONS



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Pledging the United States' Support for Pakistan

"The United States has responded immediately and generously to Pakistan's call for assistance following the tragic and devastating floods that began July 29. To date, the United States is providing approximately \$200 million to support relief efforts in Pakistan. U.S. military and civilian aircraft have evacuated 9,233 people and delivered more than 2,690,000 pounds of relief supplies."

– Secretary of State Hillary Rodham Clinton

Representing the United States at the United Nations



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MON, AUGUST 30

Vice President Biden Lands in Iraq

In accordance with an agreement between the U.S. and Iraqi governments, all U.S. forces will

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08/26/10 Remarks at a Security Council Stakeout, on the mass rapes and attacks in the Democratic Republic of the Congo; U.S. Permanent Representative to the United Nations Susan E. Rice, U.S. Mission to the United Nations

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Airport Courtesies

The Host Country Affairs Section of the U.S. Mission to the United Nations offers its services to the United Nations Community in arranging Airport Courtesies for; "Courtesies of the Port" on arrival, "Escort Screening Courtesies" on departure and "Overflight and Landing Request" for diplomatic (special) aircraft. This airport assistance is limited to only "high-ranking" foreign officials arriving and/or departing from New York City area airports and other major airports in the United States. A high-ranking foreign official is defined as: "An official at the ministerial rank or higher, who is considered the senior-most officer of state appointed to head an executive or administrative department or agency of that government."

COURTESIES OF THE PORT

This airport courtesy provides for expedited entry through airport customs and border control on arrival at major U.S. airports. If authorized, a special lane moves "high-ranking" dignitaries through the normal airport arrival process without waiting in the general arrivals line (1). This "Courtesies of The Port" form must be submitted two (2) business days prior to the scheduled arrival date of the dignitary or delegation. If the dignitary or delegation is arriving with an armed security detail or your mission is requesting an armed U.S. security detail, this form must be submitted three (3) business days prior to the scheduled arrival date of the dignitary or delegation. For assistance contact: 212-415-4407.

[Courtesies Of The Port Request Form](#)

ESCORT SCREENING COURTESIES

This airport courtesy provides for expedited assistance through airport security on departure by a U.S. State Department escort officer at major U.S. airports. Available only to "Ministerial or Cabinet" rank officials (2), the courtesy does not circumvent the security process but provides for a special lane to move dignitaries through the security process without waiting in the general security line. This "Escort Screening Courtesies" form must be submitted at least two (2) business days prior to the scheduled departure date of the dignitary or delegation. Dignitaries protected by U.S. armed security officers will have their departure through airport security facilitated by the accompanying detail; so there is no need to request this assistance from the U.S. Mission. Dignitaries departing on diplomatic (special) aircraft cannot be afforded "Escort Screening Courtesies". For assistance contact: 212-415-4037

[Escort Screening Courtesies Request Form](#)

OVERFLIGHT AND LANDING CLEARANCES

This airport courtesy provides for authorization to enter and/or overfly U.S. air space and to land at U.S. airports for dignitaries that are arriving by "diplomatic (special) aircraft" (3). All such aircraft must request Overflight and Landing Clearance prior to entering U.S. airspace. This "Overflight and Landing Clearance" form must be submitted at least two (2) business days prior to entering U.S. airspace. This courtesy is specifically arranged through the U.S. State Department in Washington, D.C. For assistance contact: 202-736-7158.

[Overflight and Landing Clearance Request Form](#)

1 Head of State, * Head of Government, * Cabinet Officers, * Deputy Cabinet Officers, * Members of Parliament, Governors and Mayors, Chiefs of Mission, High-Ranking Military Officers, Immediate Members of Royal Families and High-Ranking Officials as designated by Chief of Protocol.

*(and their traveling parties)

2 Ministerial or Cabinet rank is defined as a senior-most officer of state appointed to head an executive or administrative department or agency of government.

3 A Diplomatic "special" Aircraft is defined as a military, government or state owned aircraft or aircraft chartered by a foreign country or organization to carry a government official or dignitary.

- Click on the appropriate Airport Courtesy required: "Courtesies of the Port," "Escort Screening Courtesies" or "Overflight and Landing Clearance" links above.
- Fill out the appropriate form ensuring that all information is accurate and complete.
- For "Courtesies of the Port", save the form as a "Word Doc" (yourcountry.doc) and e-mailed as an attachment to: usunairportarrivals@state.gov
- For "Escort Screening Courtesies", save the form as a "Word Doc" (yourcountry.doc) and e-mail as an attachment to: airportescorts@state.gov
- For "Overflight and Landing Clearances", save the form as a "Word Doc" (yourcountry.doc) and e-mail as an attachment to: betheard@state.gov or print, copy and fax to: 202-647-4055 (For non-DCAS account holders)

If your return e-mail does not automatically open upon "clicking" on the above link, copy the address line, open a new e-mail, paste the address line into the e-mail and send the completed form as an attachment.

Please ensure that all the requested information on the forms is complete and accurate. Incomplete or inaccurate information will delay the processing of your request.

"Courtesies of the Port" and "Escort Screening Courtesies" forms should be e-mailed to the U.S. Mission at their respective e-mail addresses, Monday thru Thursday from 9:00 AM to 4:00 PM and Fridays from 9:00 AM to 3:00 PM. "Overflight and Landing Clearances" forms should be **e-mailed or** faxed (For non-DCAS account holders) Monday thru Friday from 9:00 AM to 4:00 PM.

To submit any of the three Airport Courtesy request forms on a weekend, holiday or after hours, contact the "Protocol Duty Officer" through the U.S. Department of State (Operations Center) at: 202-647-1512.

CONTACT INFORMATION

For arrival "Courtesies of the Port" assistance. Call: 212-415-4407

For departure "Escort Screening Courtesies" assistance. Call: 212-415-4037

For aircraft "Overflight and Landing Clearances" assistance. Call: 202-736-7158

BRIEFING BOOK

Please "click" on the link below to download a copy of the "[Airport Courtesies](#)" Briefing Book. This document covers all aspects of "Airport Courtesies" to include applying for "Courtesies of the Port" on arrival, "Escort Screening Courtesies" on departure and "Overflight and Landing Clearances" for diplomatic (special) aircraft arriving in the United States.

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